



Francisco B. Leon Guerrero Middle School

**COVID-19
School Mitigation Plan**

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Hafa Adai Parents/Guardians and Students!

F.B. Leon Guerrero is committed to ensure our school provides a safe and healthy environment for our students, employees, and stakeholders. Our main priority is providing the best education to our Hawk family.

As our island faces the hurdles of this global pandemic, The Department of Education has been planning to ensure adjustments are made as to how we educate our students while maintaining The Centers of Disease Control guidelines for social/physical distancing due to the COVID-19.

To reduce the possibility of the COVID-19 virus being transmitted on our campus, we will be enforcing the following restrictions on campus:

- Limit the people on campus to students, employees, service providers, and contractual employees performing specified tasks.
- Parents/Guardians and/or visitors will be screened at the front gate and screened for temperature and again at the Main Office. Any visitor displaying a temperature of 100 degrees or more will not be allowed on campus.
- Visitors are required to keep 6 feet apart at all times. The office is limited to four (4) people in the office.

This handbook is provided to you with essential information that you will need to help us accomplish our mission. Because information is constantly changing, this handbook provides the building blocks that may be updated as new guidance from the Centers for Disease Control, Department of Public Health and Social Services, Governor's Executive Orders, and other entities are provided.

I thank you for your support and understanding as we move forth in educating your child.

Sincerely,

Melissa D. Mafnas
Principal, Francisco B. Leon Guerrero Middle School

What is COVID-19?

“A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the [coronaviruses that commonly circulate among humans](#) and cause mild illness, like the common cold.

A diagnosis with coronavirus 229E, NL63, OC43, or HKU1 is not the same as a COVID-19 diagnosis. Patients with COVID-19 will be evaluated and cared for differently than patients with common coronavirus diagnosis.”

From website at:

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Coronavirus-Disease-2019-Basics> May 27, 2020.

How do we prevent the spread of the virus?

We use the guideline from the Centers of Disease Control for social distancing, disinfecting, and other protective measures.

What are changes in school policies in light of Centers of Disease Control (CDC) guidelines and the Governor’s Executive Order for social distancing?

Masks/Face coverings are mandatory while on campus. We will be practicing social distancing by keeping 6 feet distance using markers along the hallways and outside locations/settings and 3ft distancing within the classroom. Disinfecting daily will follow CDC guidance and protocol.

Point of entry will be at the front entrance gate for vehicles and/or busses. Front entrance for walkers. SODEXO and/or vendors will be allowed to have access to the cafeteria for food delivery by the front entrance gate by the cafeteria and will be screened at the food preparation site, Sanchez High School/FB Cafeteria.

Other employees, contractual service employees, GDOE employees providing services and students will be allowed on campus and will be screened at point of entry, FRONT GATE - SENTRY after 8:30 a.m.

Parents/Guardians and other visitors will not be allowed on campus unless screened and approved to be on campus. All other services will be handled at the main office. Parent/Guardian meetings will be by appointment only to address any concerns.

To minimize exposure to our students and teachers, we will not entertain visitors to the classrooms unless they are educational service providers.

Our school will follow protocols in the event anyone who has been on campus is suspected of having the virus or is confirmed to be positive for the virus set forth by CDC and Department of Public Health and Social Services (DPHSS).

We will prepare students to do distance learning and to work independently as possible during days they are not in school and in the event we experience another school closure.

Preparing to open:

1. The School Principal will be lead for coordination and implementation of Covid-19 prevention and control measures, the point of contact for inquiries and concerns, and will create a team to evaluate the school's implementation of policies and procedures.
2. Review information regarding COVID-19 from CDC and DPHSS Guidelines, GDOE COVID Handbook and information videos.
3. Prepare physical environment for social/physical distancing. Marking off offices, classrooms, and other common areas for 6 ft distance and traffic flow. Label each room and office with maximum number of people allowed that will ensure 3ft and 6ft distance. Declutter as much as possible to maximize space. Mark hallways with 6ft markers outside classrooms and traffic flow.

Required Signage

School will post signage throughout the campus with the following information:

1. How to stop the spread of COVID-19/Signs and symptoms of COVID-19
2. Proper Washing of Hands
3. Proper wearing of face coverings

School Arrival Procedure

Employee Arrival:

1. All school personnel will arrive at their designated time and screened at upon entry. School personnel are required to wear masks or face coverings prior exiting their vehicles and entry into the school. CDC social/physical distance guidance will be practiced while proceeding from their vehicles to the entrance.
2. Initial preliminary health screening questions will be asked. Daily temperature checks will be completed thereafter with guidance to report any change in their preliminary health screening questions upon entry.

Students Arrival:

1. All students will arrive by bus, private vehicle, or walkers. All buses and private vehicles will drop off students at the designated point. Private vehicle riders will remain in their vehicles until they reach the drop off point.

2. All students will wear masks or face coverings prior to exiting the buses or private vehicles. Walkers will wait by the side entrance gate and wait to be screened and marked off for social/physical distancing and wait for direction to enter. Parents/guardians will remain in their vehicles.
3. Upon entry, students will be screened by school personnel and then directed either to the cafeteria for breakfast or to the designated holding area. School personnel monitoring the cafeteria will monitor number of students going in to ensure maximum number in the cafeteria is not exceeded. School personnel will be stationed along the hallways to monitor and ensure the CDC social/physical distance guidelines are enforced.

School Dismissal Procedure

Student Departure:

1. Parking lot will be closed for entry and vehicle movement by private vehicles at 3:15 p.m. to prepare for student dismissal.
2. Dismissal will be released by specific times for each grade level to allow for students to report to designated dismissal areas. Each teacher will follow their designated dismissal times to minimize hallway crowding.
3. Teachers and/or school personnel may escort and/or guide students to the designated waiting area and ensure CDC social/physical distance guidelines are followed.
4. School personnel assigned to the bus area, student pick-up area, and student walkers' area will assist in monitoring that CDC social/physical distance guidelines are followed. School personnel will assist the bus drivers in monitoring bus capacity limits are not exceeded and siblings are kept together (identify groups to be loaded together to ensure families are together in the event of double backs).
5. **Parents/guardians picking up students will remain in their vehicles** and drive into the parking lot to the designated pick up point **after** buses leave.
6. Students walking home will be dismissed first and will exit through the walkers' gate maintaining CDC social/physical distance guidelines. School personnel will direct traffic for students' safe exit.

School Personnel Departure:

1. School personnel will leave after buses have left to avoid traffic congestion.
2. School personnel will wash their hands using soap and water and/or the use of hand sanitizers upon dismissal of the students and prior to exiting the school.

Transportation (School Bus)

- The transportation plan, which includes all minimum requirements according to the applicable DPHSS Guidance Memo, is maintained with DPW bus operations.
- School Personnel will work collaboratively with DPW Bus Operations in regards to the following:
 - To the greatest extent possible, ensure physical distancing in the bus between students and personnel.

- Pick up and drop off of students will be staggered based on DPW's plan. DPW will be establishing a count log of students who board the bus and will maintain 80% bus capacity. Students in the same household will be seated in the same row.
- During the FTF cohort groups, Cohorts will divide the students into two groups which will reduce the number of students who will be on the bus on each day. Student Cohorts will be divided in the following:
 - Cohort A: Last Names beginning with A-L
 - Cohort B: Last Names beginning with M-Z
 - Siblings with different last names and/or multiple families have been identified to be placed on the same designated Cohort days.
- In collaboration with DPW, students who are picked up first will be seated in the back of the bus, students that are picked up at the last stop will be in the front of the bus. This will help mitigate students passing each other upon arrival. Students that will be boarding the bus at the end of the school day will be boarded in the same order.
- Masks must be worn at all times while students are on the bus.
- Students will be reminded that there is absolutely no eating or drinking in the bus.
- To ensure ventilation, windows in the bus will be opened throughout the bus ride.
- Cleaning and disinfecting protocols will be developed and followed by DPW. A cleaning checklist will be maintained by the bus driver to document the cleaning and disinfection of heavy touched areas.
- Refer to GDOE Re-Entry Plan, Governor's Executive Orders and DPHSS Guidance

Non-Instructional time/common areas Procedure

Rainy Day:

1. Identify holding areas during rainy days for the morning:
 - a. 6th grade: Cafeteria and Main hallway.
 - b. 7th grade: H & J Quads
 - c. 8th grade: Gym
 - d. *During lunch all grade levels will remain in the Cafeteria and Main Hallways*
2. Staff will monitor student groups at the holding areas or in classroom while enforcing that the CDC social/physical guidelines are followed.

Lunch (*Food Service and School Meals*):

1. Student lunch times are staggered by grade levels. Students will wash their hands with soap and water prior to and after eating lunch.
2. Students will proceed to the cafeteria during their designated lunch times. Students will enter the cafeteria following the traffic flow markers.
3. Students will remove their masks/face coverings using mask removal procedure when eating lunch. Students will put their mask/face covering back on after eating and will

return their trays to the scullery following traffic flow markers and social/physical distance guidelines.

4. Use additional spaces for mealtime when the cafeteria space is insufficient to maintain a minimum of 6 feet physical distance between cohorts.
5. While moving through the food service line, masks must be worn and a minimum of 3 feet physical distancing must be maintained.
6. Students will also be able to take and eat their school meal outside of the cafeteria.
7. Students will be encouraged to finish their meal within 15 minutes to allow for others to eat in the cafeteria.
8. Schools are no longer mandated to use single-use items and pre-packaged meals.
9. Frequently clean high touch surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.
10. Promote hand washing before, after, and during shifts, before and after eating, after using the toilet, and after handling garbage, dirty dishes, or removing gloves.
11. Improve ventilation in food preparation, service, and seating areas.

A. School Personnel:

1. School personnel will have designated staggered lunch times. Teachers may eat in their classrooms or the faculty/staff lounge, keeping to the maximum number of allowable persons in the room while following the CDC social/physical distance guidelines.
2. School personnel will wash their hands prior to and entering the faculty/staff lounge or in their classrooms before and after eating lunch.
3. School personnel will remove their masks/face coverings using mask removal procedures when eating lunch.
4. School personnel will put their masks/face coverings back on after eating. School personnel will clean and disinfect their eating area when done.

Restroom:

All users will adhere to CDC social/physical distance guidelines when entering the restrooms. Urinals/toilets/sinks will be marked for use or closure to ensure 3 feet distance is adhered to. All users will wash their hands prior to entering/exiting the restrooms using soap and water following proper handwashing guidelines. Signage will be posted as a reminder near sinks.

Water Fountains:

Regular water fountains will be closed for use. Six (6) Water filling stations will be made available throughout the school. (*Cafeteria, Gym, B4, D3 & H7 Quad, and the main office*). Students, faculty, and staff are encouraged to bring their own water bottles from home and may utilize the water filling stations as needed.

Isolation Room:

1. Any student or employee who is screened with symptoms related to COVID-19 will be brought to the isolation room for further screening and monitoring.
2. The school nurse will provide further assessment and will initiate protocols for possible COVID-19 following the GDOE COVID-19 Handbook.
3. Isolation room is located by the nurse's office.

Library:

1. Classes will be scheduled by school librarian.
2. All patrons will use hand sanitizer upon entering and exiting the library.
3. All patrons will follow CDC social/physical distance guidelines keeping 6ft apart from others, follow the flow of traffic in the library, and library use rules.
4. General cleanliness will be maintained, inclusive of disinfection of frequently touched surfaces.

Events, Outdoor Gatherings, and Extracurricular Activities

Events, Outdoor Gatherings, and Extracurricular Activities, such as school dances and pep rallies are prohibited. This may be updated in accordance with CDC, DPHSS, Governor's Executive Orders and GDOE District Re-Entry Plan.

Cleaning and Disinfection:***1. All Schools must:***

- a. Conduct daily cleaning and disinfection of facilities.
- b. Clean and disinfect surfaces in the classroom or workspace of a sick student or employee.
- c. Focus on high touch areas (e.g., door handles, tables, counters, desktops, keyboards, toilets, telephones, etc.).
- d. Use a checklist (e.g., date, time, and name of individual) to document thorough cleaning and disinfection of high touch surfaces, equipment, and common areas of the facility.
- e. Provide and maintain adequate materials and supplies to help prevent transmission, such as well-stocked handwashing stations.
- f. Ensure that toilet facilities and handwashing sinks are thoroughly and frequently cleaned and disinfected.
- g. Use commercial-grade, U.S. Environmental Protection Agency (EPA) registered household disinfectant. If unavailable, a home-made disinfectant may be used by mixing 5 tablespoons (1/3 cup) of bleach (5% - 6% hypochlorite concentration) per 1 gallon of water, or 4 teaspoons of bleach per quart of water.

Ventilation:

1. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, such as by opening windows and doors. Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) to individuals occupying the facility.
2. Consider using portable high efficiency particulate air (HEPA) fans or similar filtration systems to enhance air cleaning.
3. Take steps to minimize air from blowing from one person directly to another individual if fans and other mechanical ventilation systems are used.

Handwashing and Respiratory Etiquette:

1. School building occupants should practice handwashing and respiratory etiquette (covering coughs and sneezes) to keep from getting and spreading infectious illnesses (e.g., COVID-19). Schools should monitor and reinforce these behaviors and provide adequate hand washing supplies.

2. School staff should teach and reinforce handwashing with soap and water for at least 20 seconds.
3. Remind everyone in the school facility to wash hands frequently and assist young children with handwashing.
4. If handwashing is not possible, use hand sanitizer containing at least 60% alcohol (for teachers, staff, and older students who can safely use hand sanitizer). Hand sanitizers Guam Department of Education Re-Entry Plan (8/7/2021) should be stored up, away, and out of sight of young children and should be used only with adult supervision for children under 6 years of age.

Classroom Procedure

Each classroom will have the maximum number of people allowed inside based on their physical space. Each classroom will mark off as required to the greatest extent possible to maintain the 3ft of space for each student with traffic flow markings to ensure that CDC social/physical distance guidelines are followed. At the beginning of the school year, students will be taught the CDC social/physical distancing procedures for keeping to the 3ft and 6ft distance, use of masks/face coverings, and hand washing procedures while in the classrooms, hallways, playgrounds, cafeterias, and other settings on and off campus.

School Personnel:

1. All school personnel are required to wear their masks/face covering while in their classroom with periodic removal for a few minutes to avoid hypoxia and allow for students to remove masks periodically to avoid the same.
2. They will wash their hands with soap and water prior to entering and upon exiting the classroom. If soap and water is not available, school personnel will use school supplied hand sanitizer. School personnel will follow CDC social/physical guidelines and monitor that students are also following the guidelines.
3. The teachers will be responsible to monitor student movement in the classrooms and grant permission for students to leave desks when needed such as for restroom use, sharpen pencil, throwing trash, etc.
4. Face shields may be used in addition to a face mask. Face shield should never be worn in lieu of a face mask.
5. Mask with exhalation valves or vents, those that are loosely woven fabrics, and those that do not fit properly are prohibited.
6. Desk should be facing in the same direction.

Students:

1. All students will wear their masks/face covering while in their classrooms with periodic removal for a few minutes to avoid hypoxia under the supervision and direction of the teacher.
2. Students will wash their hands with soap and water prior to entering and upon exiting the classroom. If soap and water is not available, students will use school supplied hand sanitizer. Students will follow CDC social/physical guidelines while in the classroom and follow markings for flow of traffic.

3. Students will not move furniture from their designated locations and will stay at their assigned desks. Students will get the teacher's permission to leave their desks at all times.
4. Face shields may be used in addition to a face mask. Face shield should never be worn in lieu of a face mask.
5. School staff are to provide a face mask to any student who does not have a one or who arrives to school without one.
6. Mask with exhalation valves or vents, those that are loosely woven fabrics, and those that do not fit properly are prohibited.

Sports, Playground and Extracurricular Activities

1. Mask Requirements:

- a. Athletes must wear a face mask that covers the nose and mouth when not actively participating in an athletic activity and maintain 6 feet of separation from others when not on the field of play or when engaged in play/activity, whenever possible; face shield or google is worn with a face mask.
- b. Athletes, Coaches, officials, and spectators are all required to wear a face mask.
- c. All persons avoid touching their masks once they are on their faces.
- d. If unable to wear a mask, consider conducting the activity in a location with greater ventilation and air exchange, outdoors versus indoors, and where it is possible to maintain physical distance from others.
- e. If the mask gets wet, the wearer should replace it with a new face mask.
- f. Use of a face shield or goggles as a substitute for a face mask is prohibited; however, the items may be worn for eye protection with the face mask unless indicated in Section A.7.
- g. Students can remove their masks in the playground while in active engagement in strenuous exercise such as but not limited to running, playing on playground equipment, engaged in a sport as long as they are with their cohort.

2. Physical Distance Requirements:

- a. Athletes should maintain 6 feet of separation from others when not on the field of play or when engaged in play/activity, whenever possible.
- b. Players, coaches, officials, and spectators should maintain 6ft physical distance.
- c. Athletes and coaches should avoid high fives, handshakes, fist bumps, or hugs.
- d. Provide physical guides, such as tape in the dugouts, benches, restrooms, concession areas, or other shared or athlete staging areas, and signage, to ensure that individuals remain at least 6 feet apart.
- e. Post signs at the entrance and throughout the facility that promote behaviors, which prevent the spread of the virus that causes COVID-19 that must be communicated through images and pictures for coaches, athletes, officials, spectators, and other persons to observe.
- f. Physical guidance will be indicated with tape and/or markers will be provided for physical guidance in the dugout, benches, restrooms, concession area, or other shared or athletic staging areas.
- g. Signs will be posted at the entrance and throughout the facility which promotes behaviors, to prevent the spread of COVID 19 for athletes, officials, coaches and spectators to observe.

Student Office Visits

Nurse Office:

- A. Scheduled Visits

1. Students who are scheduled for medicine and/or treatment.

B. Unscheduled Visits (emergency level)

1. Students whose injury or illness that will require nurse attention.
 - a. Head injury or other major injury such as swelling
 - b. Vomiting or diarrhea
 - c. Profuse bleeding
 - d. Student who may be incoherent
2. The teacher or staff will inform the nurse office to expect the student and nature of the injury/emergency. School personnel will be identified to escort the student. Do not use a peer helper to escort the student to the nurse with the student who has an injury or ill.

Non-Emergency injuries requiring soap and water, band aides, may be handled by the teacher in the classroom.

Main Office:

1. Teachers will refrain from sending students to the office for non-emergency reasons.
2. If students are sent to the office, the teacher will contact the office to inform the office who is being sent down and what the nature of the emergency for coordination of services.
3. School personnel will contact the teacher if a student is being sent back to class.

Counseling Office:

A. Scheduled Visits

1. The counselor will inform the teacher ahead of time when to send a student for a scheduled counseling visit.
2. The teacher will inform the counselor when the student is released for student monitoring.
3. The counselor will contact the teacher when student is returning back to class.

B. Unscheduled Visits

1. When a student is in need of emergency counseling services, the teacher will contact the counselor so the counselor will expect the student and close any service being delivered to another student at that time.
2. Teacher will send one student at a time to ensure social distancing in the hallway.
3. The counselor will contact the teacher when student is returning back to class.

Visitor Procedure

The school will minimize visitors on campus for the health and safety of students and employees. A visitor is defined as any individual who is a non-employee assigned to

Francisco B. Leon Guerrero Middle School on a daily basis and any unregistered student of the school.

1. The school will be open to visitors. Visitors will be screened at the gate from 8:30 a.m. to 3:15 p.m.
2. All visitors are required to wear a mask/face covering prior to exiting their vehicle and upon entry to the campus. All visitors will be asked health screening questions upon entry and a temperature screening will be conducted.
3. All visitors will follow CDC social/physical guidelines posted. Markers are placed on the ground to indicate the 6 feet distance requirement.
4. All school services will be handled in the Main Office such as student sign out during the day, attendance verification requests, registrations, withdrawals, etc. **Students being picked up between 8:30 a.m. to 3:10 p.m.** will be released to the parent/guardian or identified individual on the student emergency card. Kindly call in advance for students being picked up. After 3:15 p.m., parents/guardians and/or visitors will need to wait until after buses leave at the end of the day to reduce congestion at the dismissal site.
5. Meetings with the school administrators and/or teacher will be by appointments only. Emergencies will be handled case by case.

Promoting vaccination to those eligible (students, teachers, staff, and volunteers)

- Our school continues to promote COVID-19 vaccination for all employees, teachers' staff and volunteers. Information of vaccination clinics are distributed when available, and we also send out information through PowerSchool Announcements. FBLG will follow additional screening protocols developed by our Guam Department of Education when such plans are developed for screening and testing of COVID19.
- Screening for COVID-19 infection is encouraged to provide additional protection for schools. To help with the screening implementation, the School Health Counselor and/or designated school personnel trained by DPHSS to assist with the administration of the BinaxNow testing at the school site.
- School Personnel will work with parents and legal guardians for written consent for school screening.
- School Personnel will follow all protocols to ensure all individuals that are positive for COVID-19 after screening will be reported to DPHSS.
- School Personnel will also do contact tracing in the school and report this protocol to DPHSS.
- Refer to GDOE Re-Entry Plan, Governor's Executive Orders and DPHSS Guidance

Prevention Procedures

From Centers of Disease Control website <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html> on June 11, 2020.

The Novel Coronavirus 2019 or COVID-19 virus is thought to be spread from person to person between people who are in close contact with one another and through respiratory droplets when a person coughs, sneezes, or talks. The following are procedures to prevent the spread.

Hand Hygiene:

1. Wash your hands often with soap and water. If soap and water is not available, use a **hand sanitizer that contains at least 60% alcohol.**
 - a. Hand washing procedure:
 - i. **Wet** your hands with clean, running water, turn off the tap and apply soap.
 - ii. **Lather** your hands by rubbing them together with the soap. Lather the back of your hands, between your fingers, and under your nails.
 - iii. **Scrub** your hands for at least 20 seconds.
 - iv. **Rinse** your hands well under clean, running water.
 - v. **Dry** your hands using a single use paper towel. After drying your hands use the paper towel to turn off the faucet.
 - b. Key times to wash hands:
 - i. **Before, during, and after** preparing food.
 - ii. **Before and after** eating food.
 - iii. **Before and after** caring for someone who is sick especially with vomiting or diarrhea.
 - iv. **Before and after** treating a cut or wound.
 - v. **After** using the toilet/urinal.
 - vi. **After** changing diapers or cleaning up a young child who has used the toilet.
 - vii. **After** blowing your nose, coughing, or sneezing.
 - viii. **After** touching an animal, animal feed, or animal waste.
 - ix. **After** handling pet food or pet treats.
 - x. **After** touching garbage.
 - c. Hand sanitizer procedure:
 - i. Apply the gel product to palm of one hand (read the label for correct amount to use).
 - ii. Rub your hands together.
 - iii. Rub the gel all over all the surfaces of your hands and fingers until our hands are dry. This should take about 20 seconds.
2. Avoid touching your eyes, nose, and mouth with unwashed hands.

Social/Physical Distance:

1. Avoid close contact with people who are sick, even those in your home. Maintain at least 3ft and 6ft distance.
2. Put at least 6 feet distance between yourself and other people outside your home when in public.
 - a. Some people may not display symptoms but may have the virus.

- b. Do not gather in groups.
- c. Stay out of crowded places and avoid mass gatherings. (Follow Executive Orders for social gatherings).

Masks/Face Coverings:

1. Wear cloth face coverings or recommended disposable masks in public settings in addition to keeping 6 feet distance. Face mask with ventilation valves are not allowed to be worn on campus.
2. Schools will adopt U.S. Centers for Disease Control and Prevention (CDC) guidelines for face coverings for certain populations and situations, including those with certain medical conditions, such as chronic obstructive pulmonary disease (COPD) or asthma (e.g., “Who Should Not Wear a Cloth Face Covering” and Guam Department of Education Re-Entry Plan (8/7/2021) “Feasibility and Adaptations”). The wearing of face shield may be one alternative for these individuals, as provided in applicable CDC guidelines.
 - a. Most students, including those with disabilities, can tolerate and safely wear a mask. However, a narrow subset of students with disabilities might not be able to wear a mask or cannot safely wear a mask.
 - b. Most students, including those with disabilities, can tolerate and safely wear a mask. However, a narrow subset of students with disabilities might not be able to wear a mask or cannot safely wear a mask.
 - b. Those who cannot safely wear a mask—for example, a person with a disability who, for reasons related to the disability, would be physically unable to remove a mask without assistance if breathing becomes obstructed—should not be required to wear one.
 - c. For the remaining portion of the subset, Schools should make individualized determinations as required by Federal disability laws in order to determine if an exception to the mask requirement is necessary and appropriate for a particular student.
 - d. If a child with a disability cannot wear a mask, maintain physical distance, or adhere to other public health requirements, the student is still entitled to an appropriate education, which in some circumstances may need to be provided virtually.
3. Masks/face covering procedures
 - e. Wash your hands before putting on your face covering.
 - f. Put it over nose and mouth and secure it under your chin.
 - g. Try to fit it snugly against the sides of your face.
 - h. Make sure you can breathe easily.
3. Washing masks/cloth face coverings
 - a. Wash after each use.
 - b. Machine Washing
 - i. You can include your face covering with your regular laundry.
 - ii. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask/face covering.
 - iii. Dry mask/face covering after washing. In a dryer, use the highest heat setting and leave the dryer until completely dry. To air dry, leave flat and

allow to completely dry. Try to place the mask/face covering in direct sunlight.

c. Hand Washing

- i. Mix water and laundry detergent and/or a small amount of bleach solution if necessary. Check to ensure if the bleach is intended for disinfection and that it is not passed expiration date. Never mix household bleach with ammonia or any other cleanser.
- ii. Scrub and soak the face covering and/or mask in the laundry solution for 5 minutes.
- iii. Rinse thoroughly with cool or room temperature water.
- iv. Dry mask/face covering after washing. In a dryer, use the highest heat setting and leave the dryer until completely dry. To air dry, leave flat and allow to completely dry. Try to place the mask/face covering in direct sunlight.

Cover coughs and sneezes:

1. If you are in a private setting and do not have your mask/cloth face covering, remember to always cover your mouth and nose with a tissue when coughing or sneezing or use the inside of your elbow.
2. Throw tissues in the trash.
3. Immediately wash your hands with soap and water for at least 20 seconds (see hand washing procedure). If soap and water is not available, clean your hands using a hand sanitizer with at least 60% alcohol following hand sanitizer use procedures.

Clean and Disinfect:

1. Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
2. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
3. Then use, a household disinfectant. Use EPA-registered household disinfectant and follow recommended procedures.

Monitor your Health:

1. Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
2. Take your temperature if symptoms develop. Don't take your temperature within 30 minutes of exercising, after drinking warm liquids, or after taking medications that could lower your temperature and/or being in direct sunlight for prolonged periods.
3. Stay home and/or seek medical attention when sick.

COVID-19 Screening:

1. Screening for COVID-19 infection is encouraged to provide additional protection for schools. Schools are encouraged to screen based on DPHSS guidelines.
2. DPHSS recommends COVID-19 screening for students, teachers, and staff who are not fully vaccinated. COVID-19 screening will identify persons who are infected but without symptoms. It will allow the school to take necessary action to contain and prevent further spread of infection.

3. Individuals who test positive for COVID-19 will be reported to DPHSS. 4. School contact tracing teams will work in collaboration with DPHSS in case investigations and provide guidance on school closures.

Staying Home When Sick and Getting Tested:

1. If you are sick, you should:

- a. Stay home, except to seek medical care. Call ahead before visiting the clinic/doctor.
- b. Monitor for symptoms of COVID-19 including fever, cough, and shortness of breath, fatigue, body aches, headaches, loss of taste or smell, sore throat, congestion, nausea and/or diarrhea.
- c. Get tested if you have symptoms of COVID-19. While waiting for test results, you should stay away from others, including staying apart from those living in your household.
- d. Look for emergency warning signs for COVID-19 and seek emergency medical care immediately or call 911 if you are experiencing any of the following warning signs of COVID-19:
 - i. Trouble breathing;
 - ii. Persistent pain or pressure in the chest;
 - iii. New confusion;
 - iv. Inability to wake or stay awake; or,
 - v. Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone.

2. If a student or employee is identified in the school facility with symptoms consistent with COVID-19, the following steps should be taken:

- a. The K-12 parent(s)/legal guardian(s) should be informed, the student isolated, and picked up by parent(s)/legal guardian(s) within the hour. Individuals should be advised to seek medical evaluation as appropriate and notify the school of test results if tested for COVID-19.
- b. Staff should go home and be advised to seek medical evaluation as appropriate, and notify the school of their test result if tested for COVID-19.

Testing and Contact Tracing in Combination with Isolation and Quarantine:

1. A student or employee who is diagnosed with a probable or laboratory confirmed case of COVID-19:

- a. The individual shall inform the school immediately and stay home.
- b. The student/legal guardian or employee will be contacted by DPHSS to conduct a case investigation.
- c. The school's affected area will need to be closed for at least 24 hours or as long as possible before the area is cleaned and disinfected.
- d. Schools shall follow DPHSS guidance and initiate the gathering of important information such as possible contacts. Information will be shared with DPHSS. All activities and information collected by a K-12 school shall be limited to the Guam Department of Education Re-Entry Plan (8/7/2021) school setting and be consistent with applicable federal, state, tribal, local, and territorial privacy, health/medical, and workplace laws and regulations.
- e. Students or employees who are identified to be close contacts by DPHSS case investigators will be directed to be tested for COVID-19 as appropriate and shall notify the school of test results if tested.
- f. Students or employees who are not identified as close contacts through case investigation can go to school or work.
- g. The school will not disclose the name of the student or employee who tested positive to the other students or employees unless permission has been given, preferably in writing. All personnel involved in

case investigation and contact tracing activities with access to confidential information should sign a confidentiality statement acknowledging the legal requirements not to disclose COVID-19 information.

- h. Employees will be placed on leave according to the School's leave policy if identified as close contacts.
- i. If the student or employee was asymptomatic, they can go back to school or work 10 days after the date of their first positive test for COVID-19.
- j. If the student or employee was symptomatic, they can go back to school or work 10 days after the date of their first positive test for COVID-19, 24 hours with no fever (without the use of fever-reducing medications), and other symptoms have improved.
- k. Requiring a negative COVID-19 test prior to returning to work or school is not recommended. Instead, schools should follow the time- and symptom-based approach described above in determining when individuals can return to work or school following COVID-19 diagnosis. If the student or employee was monitored by DPHSS, they will be issued a clearance letter once they are cleared to go back to school or work.

2. If a student or employee is diagnosed with probable or laboratory confirmed case of COVID-19 through the K-12 school clinic or health center, the following steps should be taken:

- a. Inform the individual of the result; if the individual is a minor, inform the parent(s)/legal guardian(s).
- b. Inform the parent(s)/ legal guardian(s) that DPHSS will be following up with them.

3. A student or employee who is in close contact with someone outside the school who tested positive with COVID-19 must inform the school and must quarantine for the duration in accordance with DPHSS Guidance Memorandum 2021-16 and not report to the school or work.

****Policy for students and employees that are sick, especially with COVID-19 symptoms – Refer to GDOE Re-Entry Plan, Governor's Executive Orders and DPHSS Guidance****

Promoting of COVID-19 Vaccination for all Employees and Eligible Students

- 1. All GDOE schools and divisions will promote the COVID-19 Vaccine among all their employees, advisors, coaches, volunteers and eligible students.
- 2. All schools and divisions will provide COVID-19 Vaccination information to promote vaccine trust and confidence by the posting of resources on their websites, social media platforms, posters at their schools, and distribution of pamphlets or fliers.
- 3. All schools and divisions promote community outreach vaccination clinics to their employees and eligible students.

ADDENDUM

SCHOOL REOPENING/COVID-19 MITIGATION PLAN

The purpose of this document is to serve as an Addendum to repeal and replace, as applicable, references related to screening testing, COVID-19 testing, case investigations, contact tracing, isolation, quarantine, and monitoring of positive individuals and contacts as contained in the above-mentioned document.

The following language is hereby adopted:

“The school will comply with applicable DPHSS Guidance Memoranda for schools on screening testing, COVID-19 testing, case investigations, contact tracing, isolation, quarantine, and monitoring of positive individuals and contacts in schools.”

A copy of this Addendum will be attached to our school’s re-opening/COVID-19 mitigation plan and submitted to the Division of Environmental Health (DEH) by the School Principal on

Tuesday, October 12, 2021.

COMMUNICATION

Communication is critical especially as the COVID-19 situation is continually changing as research in dealing with the virus is ongoing. The following tools will be used to communicate with our families:

Communication Tool	Purpose	How to access the tool
F.B. Leon Guerrero Middle School phone numbers	For emergencies or communication needing immediate attention.	653-2080/1725
F.B. Leon Guerrero School website	To provide updated information regarding educational operations, announcements, resources, and other contact information.	www.fbhawks.weebly.com
SwiftK12	To provide short announcements.	Requires updated contact information.
Guam Department of Education website	To provide district wide information affecting all schools.	www.gdoe.net
Student Planners	For parent and teacher communication regarding child's progress, needs, and announcements	Provided by the school
School email	To provide a contact source for parents/guardians and other stakeholders who may need individual issues and concerns addressed.	fbfghawks@gdoe.net
Other Tools	Other communication tools by individual teachers with their parents/guardians.	Teachers will give instructions for their applications.

